



The McCord Museum celebrates our past and present lives – Our history, our people, and our stories. A Museum that mirrors a city open to the world, the McCord is an intelligent Museum that connects individuals with cultures and communities, offering a current take on today's issues. Contemporary and interactive, the McCord encourages us to reflect upon the past while engaging with the present.

The McCord Museum is seeking an  
**Admission and Boutique Attendant**  
Reference # 201701E

**Reporting to the Admission and Boutique Manager, your principle duties will include:**

**Boutique:**

- Provide excellent and bilingual customer service
- Process sales of boutique merchandise (Aboriginal and Canadian arts and crafts)
- Advise customers and closes sales
- Process online sales and orders for merchandise placed over the phone
- Operate a cash register and computerized point of sales system (POS)
- Maintain merchandise displays and product facing
- Carry out inventory functions; receiving, labelling and display of products
- Maintain an observant eye over the store to minimize theft
- Maintain general appearance of the shop (may involve some light cleaning duties)

**Reception and ticket sale functions:**

- Sell, distribute and/or collect tickets, passes, and memberships all while providing excellent customer service. Operate a cash register and computerized point of sales system (POS)
- Provide patrons with information about the Museum and other local tourist attractions in person and over the phone
- Distribute iPad, iPod, audioguides, etc.; explain the functioning, handle the returns
- Prepare bank deposits and balance cash daily
- Look after the general appearance of the entrance area
- Occasionally host events (welcoming guests, coat check)
- Act as a resource person for the operation of the multimedia Theatre (operate microphone)

**Employment conditions**

- Part-time unionized position, 12 to 20 hours per week - Flexibility required during the week, **evening** and weekends
- Wage offered: \$13.53 per hour (hiring salary) - 12 hours per week guaranteed

**Qualifications and profile required**

- Cegep diploma in relevant field (art, history, tourism)
- Fluent in English and French; knowledge of a third language would be an asset
- One year of retail experience and operating computerized cash register and handling sales
- Friendly and helpful disposition, enjoys customer service
- Well presented and responsible
- Skills in merchandising and gift-wrapping
- Interest for the cultural and tourist environment, as well as Aboriginal and Canadian arts and crafts

If you are interested in applying, please send your **cover letter and resume**, with a **reference of #201701E, by January 9, 2017** to : Human Resources Department  
By E-mail : [rh.mccord@mccord-stewart.ca](mailto:rh.mccord@mccord-stewart.ca) or by post: 2175 Victoria St., Montréal, QC H3A 2A3

For details on the McCord Museum, please consult the McCord website: [www.musee-mccord.qc.ca](http://www.musee-mccord.qc.ca)  
Although we thank all applicants for their interest, only selected candidates will be called for an interview.